

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request a prolonged leave of absence for my child, [Child's Name], who is in [grade/class] at [School's Name].

Due to [brief explanation of the reason - illness, family issue, etc.], we will need to keep [him/her/them] away from school starting from [start date] until [end date].

I understand the importance of regular attendance and assure you that we will take all necessary measures to keep [Child's Name] engaged with their studies during this time. We are committed to ensuring that they stay on track with their coursework.

Please let us know if there are any forms we need to complete or procedures to follow regarding this request. We appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]